



## Join the E-Plan Exam Revolution

### Commercial Building & HVAC Plan Examiner Supervisor

Are you passionate about driving change in Wisconsin's construction industry? Join us in leading the transformation towards a safer, more efficient, and transparent future in construction and plan review. At E-Plan Exam, we specialize in building, HVAC, fire alarm, fire sprinkler, and plumbing plan reviews. We're committed to seamless collaboration and setting new standards that elevate the quality and reliability of plan reviews in the communities we serve. If you're ready to make an impact and be part of a team dedicated to excellence, we want to hear from you!

#### About Us

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E-Plan Exam was founded on the unwavering belief that the construction industry deserves a plan review process that is both timely and thorough. We take pride in delivering on our promise: a meticulous review within 15 business days, as mandated by Wisconsin state statutes.

How do we achieve this? Our team is composed of expert building officials, architects, and engineers, all dedicated to safeguarding the life, health, and property of the public we serve. This commitment is not just what we do; it's who we are.

We're more than just a company; we're a team of professionals united by a shared vision to enhance building safety through the diligent administration of the Code.

#### The Position

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The Commercial Building & HVAC Plan Examiner Supervisor ensures building designs and systems comply with relevant building codes and regulations. This is a supervisory position and is accountable for ensuring plan examiners uphold high standards and integrity for building safety, efficiency and regulatory compliance before a construction project begins.

- Supervises a team of Plan Examiners and Plan Intake Coordinators who accept, examine, and evaluate architectural layouts, structural designs and HVAC building submittals
- Assigns and manages team workload in collaboration with leadership
- Trains new hires and performs on-going training for existing plan examiners. Works with operations director in identifying and developing training programs
- Acts as building code official for E-Plan Exam for the interpretation and application of building and codes and referenced standards
- Performs plan review audits, answers Plan Examiner's questions and is accountable for department productivity and upholds quality standards
- Consults with municipal clients, design professionals and state officials to ensure proper enforcement and administration of the code
- Facilitates a collaborative team culture by holding regular meetings, trainings and professional development opportunities
- Conducts performance reviews and coaches Plan Examiners and Intake Coordinators to advance their skills and knowledge with E-Plan Exam
- Models professionalism and promotes E-Plan Exam's culture to provide excellent customer service to clients
- Engages in professional development to stay updated on the latest code developments, code interpretations and implements best practices
- Occasionally performs plan reviews and will collaborate and provide feedback to architects, engineers, designers and contractors on plan inconsistencies or code violations
- Maintains thorough records of all plan reviews, including comments, and approvals or rejections for future reference



If you can say “That’s me!” to these requirements, let’s talk!

- High school diploma/GED
- State of Wisconsin Commercial Building Inspector License
- 5 years’ experience administering commercial building code and/or designing commercial buildings
- At least one-year of experience managing small teams
- Proficiency working with Microsoft Office 365 and its suite of programs
- Excellent verbal and written communication skills
- Possesses a valid driver’s license

Bonus points if you have:

- Proficiency working with Bluebeam Revu
- State of Wisconsin Uniform Dwelling Code Certifications in Construction and HVAC Inspection
- ICC Certifications as a Building Plan Examiner and HVAC Plan Examiner
- ICC Certification, Accessibility Plan Examiner, Energy Compliance Plan Examiner, Certified Fire Marshal, Building Official, Master Code Professional or other similar certification
- Professional Engineer holding licensure in the State of Wisconsin
- Registered Architect holding licensure in the State of Wisconsin.
- Experience as a municipal building inspector, construction contractor project manager and/or a designer at an architectural or engineering design firm
- Attention to detail with great analytical skills
- Technical proficiency
- Time management
- Coaching and development
- Integrity and accountability
- Mediation and conflict resolution

## Benefits? We’ve Got You Covered

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- 100% remote work
- 3% matching retirement contributions
- Outstanding medical, vision, and dental insurance with 100% employer paid single coverage
- Unlimited Mandatory PTO with Quarterly mandatory Ferris Bueller days
- 12 Paid Holidays

## Are You Ready To Make An Impact?

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If you're passionate about driving change, making a difference, and pushing the boundaries of innovation, we want to hear from you! Share your journey and send your standout resume to [joinus@eplanexam.com](mailto:joinus@eplanexam.com). Let's collaborate to build something extraordinary, one plan at a time.

## Join Us And Be The Change!

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At E-Plan Exam, we are proud to be an unwavering equal opportunity employer. We welcome all qualified candidates who are eager to bring their unique perspectives, skills, and experiences to our team. We believe that our strength lies in our diversity. As we work to drive positive change in the world, we recognize and celebrate the value of every individual's contribution to innovation and growth.

Here, you'll find more than just a job—you'll discover a mission-driven community where your voice matters, and your impact is valued and celebrated.